

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

22 April 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-052

POSITION: Deputy Financial Manager (D1058000) (GS-0505-11/12) EXCEPTED POSITION

LOCATION: USPFO, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$57,982 to \$75,376 per annum **GS-11**

\$69,497 to \$90,344 per annum **GS-12**

CLOSING DATE: 06 May 2014

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Officer (**O-5 and Below**) Technicians in the Maine Army National Guard.

AREA II- All Officer (**O-5 and Below**) of the Maine Army National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-11 or GS-12 grade. If filled at the GS-11 grade, the individual selected may be promoted to GS-12 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the Basic Requirements and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

SPECIALIZED EXPERIENCE: SPECIALIZED EXPERIENCE: Must have thirty six (36) months experience for the GS-11 and or GS-12, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Knowledge of agency operating programs.

2. Ability to plan, direct and coordinate difficult and complex programs.
3. Ability to develop, apply and adjust financial plans and policies to attain agency objectives.
4. Ability to select, develop, and supervise a subordinate staff.
5. Ability to establish and maintain effective working relationships, not only with subordinate staff, but with all levels of key management officials.
6. Ability to make oral and written presentations in a clear and concise manner.

GS-12

1. Knowledge of agency operating programs.
2. Ability to plan, direct and coordinate difficult and complex programs.
3. Ability to develop, apply and adjust financial plans and policies to attain agency objectives.
4. Ability to select, develop and supervise a subordinate staff.
5. Ability to establish and maintain effective working relationships, not only with subordinate staff, but with all levels of key management officials.
6. Ability to apply a high level of sound, independent judgment in the solution of financial problems and in the administration of a financial management program.
7. Knowledge of and ability to utilize principles, methods, techniques, and systems of financial management.

COMPATIBILITY CRITERIA: OFF: AOC: 45

OTHER REQUIREMENT: Successful candidate must be militarily assigned to the Joint Forces HQ's within 12 months of hire.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Graduate education is accepted at the rate of one full academic year, i.e., 30 semester hours (or equivalent), for 12 months of specialized experience. The course work should be directly related to the job being filled, i.e., public administration, business administration, accounting, economics or other related management fields. **Must provide a copy of an official or unofficial transcript to receive consideration for substitution of specialized experience.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. No special forms are required. Applications must be forwarded Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military

Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located in the Army Comptroller Division in the US Property and Fiscal Office (USPFO). The primary purpose is to serve as a “full assistant” to the Chief Financial Officer for the state Army National Guard (ARNG). In this regard, coordinates financial programs, provides leadership, makes management decisions, and establishes methodology for an effective and broad system of financial control; thereby ensuring the maximum utilization of financial resources for the state ARNG. Supervises professional, technical, and administrative personnel engaged in multifunctional tasks. In addition to duties performed as a full assistant, provides management oversight and guidance to the budget formulation and execution for the state ARNG budget.

This position requires military membership. It is designated for NGB *Officer* incumbents only. The incumbent provides subordinate guidance and team leadership to NDS (Non-Dual Status) and/or DS (Dual Status) employees. Incumbent plans, organizes, manages and performs duties necessary to accomplish functions in support of programs essential to state ARNG daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state ARNG requirements.

b. DUTIES AND RESPONSIBILITIES:

--Serves as a “full assistant” to the state ARNG Financial Manager, as follows:

--Directs financial management policy in support of the ARNG installation. Maintains statutory responsibility for the proper obligation, accounting, disbursement, and administrative control of all federal funds allocated to the state. Determines the impact; and implements courses of action regarding projected DoD, Department of Army (DA), National Guard Bureau (NGB), Inter-Service, and non-DoD governmental programs; that affect ARNG plans, policies, and missions. Ensures the full disclosure of accounting information, sound reporting methods, and analytic interpretation of financial posture. Establishes and directs financial policies to ensure compliance with fiduciary responsibilities, statutory requirements, regulations, procedures, national and local policies enabling the optimum use and control of financial resources.

--Serves as a financial advisor and the technical expert to the state Adjutant General (AG), USPFO, senior staff management, major subordinate commands, and the Program Budget Advisory Council (PBAC). Provides advisory services through briefings, conferences, advisory committee meetings, etc, on a regular basis. Advises, supports and facilitates management decisions concerning financial considerations, such as the availability and appropriate use of federal funds. Based upon reports and data derived from financial systems, analyzes strengths and deficiencies, advises, and makes recommendations to the USPFO, primary staff, Chief of Staff and the AG. Assures the AG's priorities are integrated in and supported by the financial plan. Recommends to the USPFO actions to be taken regarding the implementation of the financial plan. Provides significant and critical input to the development of NGB policy.

--Determines the significant impact of projected DOD, DA, NGB and other government programs affecting the state ARNG's fiscal policies. Implements appropriate courses of action

as best suited for the state. Serves as an advisor to the AG on projects involving local, state and other Federal agencies.

--Serves as the certification officer for all ARNG disbursements and is pecuniary liable for these disbursements. Interprets the legality and propriety of all payments. This position is responsible for official auditable financial records for the state.

--Develops, coordinates and organizes an integrated system of financial services, including budgeting, accounting, financial analysis, operational review, accounts payable, military pay, civilian pay, travel, government travel card program, and financial management reporting.

--Writes, implements and maintains an effective system of financial management controls for the state ARNG. Ensures accurate accountability for federal funds and provides full disclosure of financial actions in compliance with statutory requirements, regulations, directives, procedures, national and local policies. Recognizes potential problem areas through detailed risk analysis and vulnerability assessments to determine requirements for special management control studies and operational reviews. Recommends to the USPFO reviews by the Inspector General (IG), external audit agencies, and investigative services.

--Plans and assigns work to be accomplished by subordinates engaged in professional or other two-grade interval work. Sets priorities and prepares schedules for work completion. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Conducts employment interviews. Recommends appointments, promotions or reassignment of employees. Establishes performance standards and monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of employees and provides or procures training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of Human Resource programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended. Also serves as first and second level supervisor.

-- Provides management oversight and guidance to budget formulation and execution for the state ARNG budget, as follows:

--Provides oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Reviews and interprets higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on state programs. Prepares budget requests consistent with guidance issued by NGB. Advises Program Managers (PMs) on the appropriate use of discretionary funds consistent with fiscal law.

--Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Produces monthly reports and summary reports on annual funding programs and allotment for these accounts to PMs, senior management, the Chief of Staff, the Adjutant General (AG) and NGB. Responsible for the budgetary planning and programming

timetables for new and modified programs, deployments, and mobilizations for the state ARNG. Develops processes and guidance in unique situations without specific guidance.

--Prepares quarterly resource management reports, monthly analysis of finance orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests.

--Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Prepares requests to NGB for budget activity transfers directed by the AG and the PBAC. Trains ARNG personnel in budget and financial management principles, techniques, responsibilities, distribution, and accounting for federal funds. Upon mobilization, makes recommendations on obtaining resources; and computes budget requirements.

--Provides technical budgetary advice and assistance to federal and state agencies as requested. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Serves as the budgetary primary point of contact for issues relating to the Master Cooperative Agreements.

--Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority.

--Performs other duties as assigned.